NCDOT PTD FY19 Calendar

If due date falls on the weekend, please submit last working day before the weekend!

Activity Dates for Subrecipients

	1st Quarter July 1 - September 30	**2nd Quarter October 1 - December 31**	**3rd Quarter January 1 - March 31**	**4th Quarter April 1 - June 30**
Reports				
Emergency Contacts for Natural Disaster Communication	7/30/2018			
Charter (CT)	10/15/2018	1/15/2019	4/15/2019	7/15/2019
5310 (non-5311) with claims	10/15/2018	1/15/2019	4/15/2019	7/15/2019
OpStats (ALL transit systems)	10/31/2018	1/31/2019	4/30/2019	**8/31/2019***
Annual Facility Maintenance Checklist (CT Federal and State)				**7/15/2019***
Transit Asset Management (TAM) Certified Inventory (CT, Tier II Providers)				**7/15/2019***
Training (CT)	10/15/2018	1/15/2019	4/15/2019	7/15/2019
Program Income (CT)	10/15/2018	1/15/2019	4/15/2019	7/15/2019
ROAP	10/31/2018	1/31/2019	4/30/2019	**8/31/2019***
TDM	10/30/2018	1/31/2019	4/30/2019	**8/31/2019***
VUD (CT)	8/5/2018- 8/11/2018		4/7/2019- 4/13/2019	
DAMIS #1 Survey (Jan - June) (CT)	8/15/2018			
DAMIS #2 Report (Jan - Dec) (CT)			2/15/2019	
Audit Report, Financial Statement, A-133 Single Audit	Audit Reports/Financial Statements are due no later than nine months after the end of the subrecipient's fiscal year end date.			

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STIP	July Agenda Due by 5/30/18	October Agenda Due by 8/30/18	January Agenda Due by 11/30/18	April Agenda Due by 2/28/19
STIP	August Agenda Due by 6/30/18	November Agenda Due by 9/30/18	February Agenda Due by 12/30/18	May Agenda Due By 3/30/19
STIP	Sept. Agenda Due by 7/30/18	December Agenda Due by 10/30/18	March Agenda Due by 1/30/19	June Agenda Due By 4/30/19
Split Letters for FY20 5307 Large UZA			9/1/2018	
5-yr budget - 5307 GA - Small UZA			11/1/2018	
MPO Large UZA Funding Allocation Plan - if changes			11/1/2018	

Fiscal - ALL

Claims (w DBE reports)	10/30/2018	1/30/2019	4/30/2019	7/30/2019
Invoice if 6-months		1/30/2019		7/30/2019
Final Invoice Due				**7/30/2019**

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Grants - ALL

Federal Grants Announced	8/6/2018			
State Grants Announced	8/6/2018			
3 ROAP Disbursed	9/15/2018		1/10/2019	
GTFS File Due				5/1/2019
Connectivity Scorecard to systems for concurrence				6/20/2019
3 SMAP Disbursed	9/15/2018		1/10/2019	
Grant Applications Received		11/2/2018		
EBS/Partner Connect Application Closed		11/9/2018		
5303		Draft UPWP's due 1/31/19	Final TAC Approved UPWP 3/31/19	
FY20 Agreements Released (target - FTA and state budget approvals)	7/1/2019			

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1	Failure to submit reports on time will result in 1/2 of 1% reduction in SMAP and ROAP funding for the next disbursement – in Reports, OpStats = all transit systems - 5310, 5311, 5307; remainder are TDM or Community Transportation				
	* Annual OpStats report is due on August 31st to allow time for financial data to be gathered and reported.				
	4th Quarter reports marked with an asterisk (*****) are considered annual reports.				
2	Grant information not submitted by March 31 (including UPWP) results in grant excluded from FTA request **- release of all grants will be dependent on FTA and state budget approvals** – EBS/Partner Connect will close 5 workdays after grant due date for all grants				
3	– unspent ROAP funds may be deducted from the 4th quarter disbursement after discussion with staff of intensions to				
4	Each unit of local government and public authority shall have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the Commission as qualified to audit local government accounts.				
5	**DAMIS #1 (Survey)** covers the period of January - June providing a mid-year check-in to ensure enough testing is conducted throughout the year for compliance with Drug and Alcohol standards. **DAMIS #2** is the annual report.				

ALL = all systems; CT = Community Transportation